

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>		<u>POLICY NUMBER:</u> <div style="text-align: center; font-size: 2em; font-weight: bold;">102.00</div>	<u>PAGES:</u> <p style="text-align: center;">2</p>
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-1A-12/13; ACA 3-JDF-1A-15/16; ACA 3-JCRF-1A- 06/07		
<u>SUBJECT:</u> Qualifications			
<u>DATE:</u> October 1, 2007			

POLICY

This policy is to establish guidelines for qualifications of the facility administrative officer.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

PROCEDURES

1. The qualifications, authority, and responsibilities of the facility administrator and other qualified personnel who are not covered by merit systems, civil service regulations, or union contracts are specified in writing by statute, or by the parent agency and the WV Division of Personnel.
2. Qualifications for the position of facility administrator include at a minimum the following: a bachelor's degree in an appropriate discipline, five years of related administrative experience, and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to the bachelor's degree.
3. All residential facilities and their programs are managed by a single administrative officer.
4. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

Chapter	Subject	Policy #	Page
Administration and Management	Qualifications	102.00	2 of 2

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Dale Humphreys
Director

Oct 1, 2007
Date